



DEPARTMENT OF THE ARMY

U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
2107 17TH STREET, SUITE 69
FORT SAM HOUSTON, TEXAS 78234-5069

REPLY TO
ATTENTION OF

MCAA-PARC (715)

30 July 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Selection, Appointment, and Termination of
Contracting Officer Appointments, Policy Letter 98-04

1. Policy Letter 93-5, 30 Apr 1993, is superseded.
2. Reference.
 - a. AFARS 1.603-1(3).
 - b. DFARS 201.603-2
3. Policy. The Principal Assistant Responsible for Contracting (PARC) accomplishes Contracting Officer selection and appointment by issuance of the Standard Form (SF) 1402, Certificate of Appointment. The original SF 1402 will be provided to the individual appointed, who will display his or her warrant in a prominent place in the work area. Selection, appointment, termination and review shall be accomplished as provided herein.
 - a. Request for selection and appointment.
 - (1) Requesting Official. The Commander, U.S. Army Medical Command (MEDCOM) Health Care Acquisition Activity (HCAA) shall request Contracting Officer selection and appointment for all Office Chiefs within the HCAA. Office Chiefs shall request Contracting Officer selection and appointment for individuals within their command and control.
 - (2) Consideration for Request. The Requesting Official shall ensure the following considerations are met prior to requesting selection and appointment of any individual for a Contracting Officer warrant.
 - (a) The individual is assigned to a MEDCOM health care contracting office or cell.
 - (b) A rating scheme is in effect showing the individual's initial evaluation (annual rating) is rendered within contracting career program channels (See Encls 1 and 2). The only exception will be the performance evaluation of the Director, North Atlantic Regional Contracting Office (NARCO). This exception is valid while the NARCO is outside the command and control of the MEDCOM HCAA.

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(c) The individual holds a purchasing (GS 1105 series) certification Level I for warrant requests up to \$25,000, a purchasing certification Level II for warrant requests up to \$100,000, and a contracting (GS 1102 series) Level II for warrant requests greater than \$100,000.

(d) Selection and appointment of the individual, at the warrant level requested, is essential for efficient operation of the contracting office as prescribed by reference 2a.

(e) The individual possesses the necessary business acumen, judgment, character and reputation to properly discharge the responsibilities associated with the requested selection and appointment.

(f) The individual meets the minimum requirements prescribed by reference 2b.

(3) Documentation. The Requesting Official shall provide a completed Contracting Officer Appointment Request (Encl 3) and a completed U.S. Army Contracting Officer Warrant Worksheet (Encl 4), signed by the appropriate parties.

b. Termination. The Commander, MEDCOM HCAA and Office Chiefs may terminate the warrant of any Contracting Officer within their command and control whenever they have determined any of the criteria in 3a(2) are no longer met. Office Chiefs and the Commander, MEDCOM HCAA shall ensure that an individual's warrant is retrieved prior to the individual's transfer, retirement, or other change in the individual's status that results in the termination of the warrant. Whenever warrants are to be terminated, the original shall immediately be retrieved and returned to the Office of the Principal Assistant Responsible for Contracting.

c. Annual Review. The Commander, MEDCOM HCAA and Office Chiefs will conduct annual reviews of Contracting Officer warrant holders, and report results to the PARC no later than 31 October. To facilitate the review, the PARC will provide a list of Contracting Officer warrant holders the first week of October, or at any time upon request. The report will attest that the requirements of 3a(2) are still met for each warrant holder or enclose returned warrants for those that do not. The report will also attest to the accuracy of the warrant holder list or provide corrections. The PARC will review current and projected workload to determine if the number and level of Contracting Officer warrants are appropriate.

MCAA-PARC

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4. Our point of contact is Mr. Ron Magee, U.S. Army Medical
Command Health Care Acquisition Activity, DSN 471-3448 or
Commercial (210) 221-3448.

4 Encls

LINDA H. SMITH
Principal Assistant

Responsible

for Contracting

DISTRIBUTION:

CHIEF, MEDCOM CONTRACTING CENTER
CHIEF, GREAT PLAINS REGIONAL CONTRACTING OFFICE
CHIEF, PACIFIC REGIONAL CONTRACTING OFFICE
CHIEF, SOUTHEAST REGIONAL CONTRACTING OFFICE
CHIEF, WESTERN REGIONAL CONTRACTING OFFICE
DIRECTOR OF CONTRACTING, WALTER REED ARMY MEDICAL CENTER

CF:

Cdr, HCAA



ACQUISITION

THE UNDER SECRETARY OF DEFENSE
WASHINGTON, DC 20301

June 2, 1993

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ATTENTION: SERVICE ACQUISITION EXECUTIVES
DIRECTOR, DEFENSE LOGISTICS AGENCY

SUBJECT: Functional Independence of Contracting Officers

Contracting officers provide vital support to program offices and to other requiring activities in the acquisition process. A good working relationship among all personnel involved in that process is critical for the efficient and effective meeting of our defense needs.

In particular, expertise in the contracting field requires a knowledge of a large number of laws, regulations, directives and instructions, and the skill and experience to operate successfully in a contractual business environment. The proper exercise of this expertise requires the ability to act independently without improper influence on business decisions. Such independence does not imply a lack of support for the rest of the acquisition matrix. On the contrary, the best support that can be given by the contracting staff is the competent exercise of contracting skills involving sound business judgment.

To retain a degree of independence that allows unbiased advice based on the principles of sound business, contracting officers' evaluations will be performed within their own career program channels. The only exception will be the performance evaluation of the senior contracting official in the organization, such as the head of the contracting office. Such a performance evaluation process is not inconsistent with providing support to program managers and others in the requiring community. It should be routine practice to seek input from program managers when evaluating contracting personnel.

John M. Deutch



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY HEALTH SERVICES COMMAND
FORT SAM HOUSTON, TEXAS 78234-6000



REPLY TO
ATTENTION OF:

HSAA (715)

02 AUG 1994

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assignment and Funding of TriCare Administrative Contracting Officers (ACO)

1. One of the most significant revisions to the managed care contracts, as a result of the TriCare Conference in Chantilly, Virginia, was the assignment of lead agent fiscal and administrative responsibilities to the regional medical center (MEDCEN) commanders. These lead agents are responsible for contractual changes to what are, in most cases, multibillion dollar contracts. The lead agents will require new tools to manage the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) related business decisions of TriService medical treatment facilities (MTF) commanders in their region.
2. The predecessor of managed care contracts is the California Reform Initiative (CRI) contract, which supported the CHAMPUS related medical requirements of the California/Hawaii region. Under CRI, the process to effect contract change, when determined necessary by a MTF commander, was convoluted and time-consuming. The CRI contracting support was solely the responsibility of the CHAMPUS Contracting Office in Denver, Colorado.
3. Establishment of regional lead agents provides local control of the managed care contracts. The facilitator for contract change under TriCare is the ACO. The ACO provides the lead agent with the tools, at a local level, to exercise the necessary authority to fulfill fiscal and administrative responsibilities under the contract.
4. Army policy, the Federal Acquisition Regulation (FAR), and civilian personnel regulations direct that warranted contracting personnel are the responsibility of the local contracting activity. In order to conform to policy and regulation, the ACO will be assigned to the Table of Distribution and Allowances (TDA) and under the immediate technical supervision of the MEDCEN Contracting Office. This supervision will consist of training, technical oversight, and integration of the TriCare contract with the MEDCEN's overall contracting program.

HSAA

SUBJECT: Assignment and Funding of TriCare Administrative Contracting Officers (ACO)

5. Notwithstanding policy and regulation, it is imperative that a seamless day-to-day relationship exists between the ACO and the lead agent staff. The lead agent will establish the workload priority of the ACO. The ACO will be a dedicated asset and advisor to the lead agent and, if at all possible, the ACO will be collocated with the lead agent staff. The lead agent will have input to the selection and rating of the ACO. Specific details of the arrangement can be worked out locally.

6. There are no additional funds available to support the lead agent function. Consequently, the ACO operation must be funded locally. Local funds need to be transferred to the local MEDCEN Contracting Office prior to recruitment or ACO performance beyond 1 October 1994. Enclosure 1 provides an estimate of these expenses.

7. Our point of contact is Colonel Joel R. Lamy, Commander, U.S. Army Health Services Command Acquisition Activity, DSN 471-9215/9236.



RICHARD D. CAMERON
Major General, MC
Commanding

Encl

DISTRIBUTION:

COMMANDERS:

DWIGHT DAVID EISENHOWER ARMY MEDICAL CENTER, FORT GORDON, GA
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FITZSIMONS ARMY MEDICAL CENTER, AURORA, CO 80045-5000

WALTER REED ARMY MEDICAL CENTER, WASHINGTON DC 20307-5001

CONTRACTING OFFICER APPOINTMENT REQUEST

PART I - General Information

1. Name (As it is to appear on warrant): _____
2. Title, Series, Grade: _____
3. Office: _____
4. Branch or Cell: _____
5. Initial Rater (Name and Title): _____

6. Certification Level: /_/ Purchasing /_/ Contracting Level: _____

PART II - Experience

1. Relevant Experience: Begin with current position and go back for a minimum of two years. Include up to four relevant positions. Use additional sheets as necessary.

A. Name of Employer: _____

B. Dates Employed: From ___/___/___ To: ___/___/___

C. Title of Position: _____

D. Brief Description of Work (Include quantity, complexity, type, and average dollar amount of contract actions processed.)

E. Level of Contracting Officer warrant held (include limitations):

2. Other Relevant Qualifications, Certifications, or Skills:

3. Relevant Honors, Awards or Fellowships Received:

PART III - Education

1. Years of Formal Education Completed (i.e., 14 years = 2 years of college): _____
2. Highest Level Diploma Received (GED, AA, BS, etc): _____
3. Name of College/University: _____
 - a. Dates Attended: From ____/____/____ To ____/____/____
 - b. Number of Credits Completed (Indicate semester or quarter hours): _____
 - c. Type and Year of Degree: _____
 - d. Major Field of Study: _____

PART IV – Contracting Related Training

Name of Course Attended (Include Course # and Description)	Name of School	Date Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Type Name of Applicant

Type Name of Requester

(Signature)

(Date)

(Signature)

(Date)

PART V - Narrative

1. The individual identified in **PART I** of this Contracting Officer Appointment Request is assigned to a MEDCOM health care contracting office or cell and meets the minimum requirements prescribed by DFARS 201.603-2.

2. The warrant requested is essential for efficient operation of the contracting office identified above for the reasons provided below. (Provide a narrative explanation of why the warrant is needed, addressing such factors as projected workload assignments, in terms of both quantity and dollar value, and availability of other warrant holders within the office to handle such assignments.):

3. The individual possesses the necessary business acumen, judgment, character and reputation to properly discharge the responsibilities associated with the requested selection and appointment. (Provide a narrative explanation of the basis on which this determination is made.):

Signature

Name (Type or Print)

Title

Date

U.S. ARMY CONTRACTING OFFICER WARRANT WORKSHEET

1. Name (Last, First, Middle) _____
(CPO CODE: BBA) (MILPO CODE: NAME)

2. a. Social Security Number _____
(CPO CODE: BBA) (MILPO CODE: SSN)

b. Status:

_____ Civilian (NO CPO CODE - CHECK IF APPLICABLE)

_____ Series (CPO CODE: JQP)

_____ Grade (CPO CODE: JAO)

_____ Military (NO MILPO CODE - CHECK IF APPLICABLE)

_____ Military Grade and Functional
(Example: 04, 97A00) (MILPO CODE: TGRA)

_____ Acquisition Career Field
(See DoDI 5000.55, p. 5-1)

(CPO CODE: CK8) (MILPO CODE: AQSPEC)

_____ Acquisition Career Level
(See DoDI 5000.55, p. 5-2)

(CPO CODE: CK5) (MILPO CODE: AQCLVL)

_____ Acquisition Position Category
(See DoDI 5000.55, p. 10-4)

(CPO CODE: X9U) (MILPO CODE: AQSPEC)

3. Name, address and telephone number of servicing civilian personnel office.

(CPO CODE: JAL)

4. Type of request:

- a. _____ Initial Request
- b. _____ Change of Warrant Authority
- c. _____ Termination of Warrant

(NO CPO OR MILPO CODE)

5. Contracting Officer Qualification Basis.

a. Mandatory contracting courses (CIRCLE ONE)

- 1 = Met Requirements (successfully completed all mandatory contracting courses listed in DoD 5000.52M or their equivalent for my current grade or rank.

(CPO CODE: CKM = 1) (MILPO CODE: AQCCQL = 1)

- 2 = Received a DD 2591 "Department of Defense Contracting Officer Waiver Request" approved by the Army Acquisition Career Program Board. COMPLETE ITEM 8(e). Do not use a DD 2518 "Fulfillment of DoD Mandatory Training Requirement" in lieu of a DD 2591.

(CPO CODE: CKM = 2) (MILPO CODE: AQCCQL = 2)

- 3 = Exception Provision: As of 1 Oct 93 can continue to serve in current position or any other position in the same grade and level of responsibility.

(CPO CODE: CKM = 3) (MILPO CODE: AQCCQL = 3)

b. Experience (CIRCLE ONE)

- 1 = Met requirement (I have completed two years in a contracting position).

(CPO CODE: CKN = 1) (MILPO CODE: AQCOEX = 1)

- 2 = Received a DD 2591 "Department of Defense Contracting Officer Waiver Request" approved by the Army Acquisition Career Program Board. COMPLETE ITEM 8(d).

(CPO CODE: CKN = 2) (MILPO CODE: AQCOEX = 2)

3 = Exception Provision: As of 1 Oct 93 can continue to serve in current position or any other position in the same grade and level of responsibility.

(CPO CODE: CKN = 3) (MILPO CODE: AQCOEX = 3)

- c. Education (CIRCLE THE APPROPRIATE ITEM(S)): Circle both 3 and 4 if a combination was obtained to meet the education requirements in accordance with the Defense Acquisition Workforce Improvement Act.

1 = Has a baccalaureate degree.

(CPO CODE: CKP = 1) (MILPO CODE: AQCOQL = 1)

2 = Received a DD 2591 "Department of Defense Contracting Officer Waiver Request" approved by the Army Acquisition Career Program Board. (COMPLETE ITEM 8(c).

(CPO CODE: CKP = 2) (MILPO CODE: AQCOQL = 2)

3 = Has completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

(CPO CODE: CKP = 3) (MILPO CODE: AQCOQL = 3)

4 = Has passed an approved examination demonstrating knowledge equivalent to 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in the subjects listed in the previous option.

(CPO CODE: CKP = 4) (MILPO CODE: AQCOQL = 4)

5 = Has ten years of acquisition experience gained before 1 Oct 91.

(CPO CODE: CKP = 5) (MILPO CODE: AQCOQL = 5)

6 = Exception Provision: As of 1 Oct 93 can continue to serve in current position or any other position in the same grade and level of responsibility.

(CPO CODE: CKP = 6) (MILPO CODE: AQCOQL = 6)

6. CONTRACTING OFFICER PRIMARY WARRANT TYPE. If the individual will hold more than one warrant, and one warrant grants the status of a procuring contracting officer, circle "A." If neither current warrant nor requested warrant is for procuring contracting officer, circle the warrant type associated with the higher current warrant amount. If warrant is being terminated circle "Y".

A = Procuring Contracting Officer

(CPO CODE: CL2 = A) (MILPO CODE: AQWRNT = A)

B = Administrative Contracting Officer

(CPO CODE: CL2 = B) (MILPO CODE: AQWRNT = B)

C = Terminating Contracting Officer

(CPO CODE: CL2 = C) (MILPO CODE: AQWRNT = C)

D = Corporate Administrative Contracting Officer

(CPO CODE: CL2 = D) (MILPO CODE: AQWRNT = D)

E = Principal Administrative Contracting Officer

(CPO CODE: CL2 = E) (MILPO CODE: AQWRNT = E)

F = Provisioned-Item-Order Contracting Officer

(CPO CODE: CL2 = F) (MILPO CODE: AQWRNT = F)

X = Warrant other Than Those Above

(CPO CODE: CL2 = X) (MILPO CODE: AQWRNT = X)

Y = No Warrant Granted

(CPO CODE: CL2 = Y) (MILPO CODE: AQWRNT = Y)

7. CONTRACTING OFFICER'S HIGHEST OBLIGATION LIMIT WITHOUT HIGHER-LEVEL APPROVAL. Report the highest amount that the contracting officer can obligate on his or her own authority (without higher-level approval). If there is more than one obligating limit, report the limit associated with the contracting officer's primary warrant type reported in Item 6. This is the dollar limitation or obligating authority imposed by the SF Form 1402, "CERTIFICATE OF APPOINTMENT". (CIRCLE ONE)

2 = \$25,000 or less

(CPO CODE: CL4 = 2) (MILPO CODE: AQOBLM = 2)

3 = \$25,001 through \$500,000

(CPO CODE: CL4 = 3) (MILPO CODE: AQOBLM = 3)

4 = \$500,001 through \$2,000,000

(CPO CODE: CL4 = 4) (MILPO CODE: AQOBLM = 4)

5 = \$2,000,001 through \$10,000,000

(CPO CODE: CL4 = 5) (MILPO CODE: AQOBLM = 5)

6 = Over \$10,000,000 and including unlimited authority

(CPO CODE: CL4 = 6) (MILPO CODE: AQOBLM = 6)

8. Army Acquisition Career Program Board Waiver. If a waiver was approved by the Army Acquisition Career Program Board for the contracting officer candidate, you must circle a. and b. below. In addition, you must circle the appropriate type of waiver granted in either c., d. or e. below. IF NO WAIVER WAS REQUESTED, SKIP a. AND b., AND CIRCLE (N) FOR c., d. AND e. BELOW. THEN PROCEED TO THE SIGNATURE PAGE. Refer to DoDI 5000.55, pages 14-2 thru 14-4.

- a. The contracting officer candidate received a DD 2591 "Department of Defense Contracting Officer Waiver Request" approved by the Army Acquisition Career Program Board.

(CPO CODE: CNC = 1) (MILPO CODE: AQWVAU = 1)

- b. The contracting officer candidate received a DD 2591 discussed in a. above. Receipt of a DD 2591 indicates that the contracting officer candidate possesses significant potential for advancement.

(CPO CODE: CND = A) (MILPO CODE: AQWVRS = A)

- c. If a Contracting Officer Qualifications waiver type "absence of education" has been granted or does not apply circle one.

Y = Has neither baccalaureate degree, nor completed 24 semester credit hours in specified disciplines, nor passed equivalency examination.

(CPO CODE: CNG = Y) (MILPO CODE: AQWVCR = A)

N = Not Applicable.

(CPO CODE: CNG = N) (MILPO CODE: AQWVCR = _)

- d. If Contracting Officer Qualifications waiver type "absence of experience" has been granted or does not apply circle one.

Y = Absence of 2 years of experience in a contracting position.

(CPO CODE: CNH = Y) (MILPO CODE: AQWVCR = B)

N = Not Applicable.

(CPO CODE: CNH = N) (MILPO CODE: AQWVCR = _)

e. If Contracting Officer Qualifications waiver type "absence of mandatory training" has been granted or does not apply circle one

Y = Absence of mandatory contracting training.

(CPO CODE: CNJ = Y) (MILPO CODE: AQWVCR = C)

N = Not Applicable.

(CPO CODE: CNH = N) (MILPO CODE: AQWVCR = _)

INDIVIDUAL SIGNATURE

DATE

DIRECTOR OF CONTRACTING OR
DESIGNEE SIGNATURE

DATE

PRINCIPAL ASSISTANT RESPONSIBLE
FOR CONTRACTING OR DESIGNEE
SIGNATURE

DATE

DATE WARRANT ISSUED

DATE WARRANT TERMINATED

WARRANT NUMBER